

Indiana Board of Firefighting Personnel Standards and Education
FIRE SERVICE INSTRUCTOR I
NFPA 1041, 2002 Edition

NFPA STANDARD 1041

Revised 6/18/05

STATE OF INDIANA
JOB PERFORMANCE REQUIREMENT
SKILLS EVALUATION SYSTEM

CANDIDATE: _____

EVALUATOR: _____

DATE: _____ **COURSE NUMBER:** _____

LOCATION: _____

OBJECTIVE:

The Job Performance Requirement Skills Evaluation System is divided into Skill Stations based upon the subject headings within the certification standard. Each of the skill stations are further broken down into Skills Tests which are drawn from each component of the standard. This is an “Evaluation and not a “Training Session”. The candidate must satisfactorily pass each skill.

INSTRUCTORS AND EVALUATORS:

Each Skill Test presented within this Skill Packet is based upon Job Performance Requirements identified by The National Fire Protection Agency and approved by the Indiana Board of Firefighting Personnel Standards and Education. Instructor II/III whom, is serving as the Lead Instructor and/or Lead Evaluator are mandated to ensure the Evaluation and Testing Results satisfy the Job Performance Requirement as described by the standard.

CANDIDATES:

If the candidate is unable to perform a task, the Evaluator will identify the specific task as a “Recommended Area for Further Training.” Each Candidate shall advise the Evaluator when they have completed each Skill Station. Candidates will not find out the results of an individual Skill Station until all evaluations scheduled for that day have been completed. Candidates have the option to retake any Skill Test at the end of the Evaluation Session or during a make-up session scheduled by the Instructor.

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Candidate: _____

Date: _____

SS#: _____

Skill #1

STANDARD: 4.1.1, 4.2.1, 4.2.2, 4.3.2, 4.4.2, 4.4.5, 4.4.6, 4.4.3, 4.4.4 NFPA 1041, 2002 Edition		TASK: The candidate will present a 15-20 minute block of instruction to include the preparation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.			
CONDITION: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.					
PROGRAM MANAGEMENT					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Obtained and assembled course materials, resources, and equipment.(4.2.2)				
2.	Review and adapt instructional materials and resources for topic, target audience, and learning environment. (4.3.2, 4.4.4)				
	Classroom Management:				
3.	Organized classroom with consideration given to lighting, distractions, climate, noise, seating, audiovisual, teaching aids, and safety. (4.4.2)				
4.	Adjusted to differences in learning styles, abilities, and behaviors. Controlled disruptive behavior, maintained a safe learning environment, and accomplished objectives. (4.4.5 and 4.4.3)				
	Audiovisual:				
5.	Pre-inspect audiovisual equipment. (4.4.6)				
6.	Demonstrate familiarity with equipment controls and aspects of projection. (4.4.6)				
7.	Correctly use the type of audiovisual equipment provided. (4.4.6)				

Lead Evaluator /Candidate Comments:

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<hr/> Lead Evaluator (Print & Sign)	<hr/> Date	<hr/> Candidate	<hr/> Date
<hr/> Re-Test Lead Evaluator	<hr/> Date	<hr/> Re-Test Candidate	<hr/> Date

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Skill #2

STANDARD: 4.4.3, 4.4.4, 4.4.5 NFPA 1041, 2002 Edition		TASK: The candidate will present a 15-20 minute block of instruction to include the preparation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.			
CONDITION: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.					
PREPARATION					
No.	PREPARATION OF STUDENTS:	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Introduce subject matter. (4.4.3, 4.4.4, 4.4.5)				
2.	Explain why material is important (4.4.3, 4.4.4, 4.4.5)				
3.	Explain how material will be useful. (4.4.3, 4.4.4, 4.4.5)				
4.	Establish rapport with students. (4.4.3)				
5.	Explain objectives. (4.4.3)				
	Communication				
6.	Voice is clear, effectively pitched, and well modulated (4.4.3)				
7.	Speech is reasonably free to language errors. (4.4.3)				
8.	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3)				

Lead Evaluator /Candidate Comments:

Lead Evaluator (Print & Sign)

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Skill #3

STANDARD: 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6, 4.4.7, 4.3.1, 4.1.1, 4.2.1, 4.2.2 NFPA 1041, 2002 Edition		TASK: The Candidate will present a 15-20 minute block of instruction to include the preparation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.			
CONDITION: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.					
PRESENTATION					
No.	PREPARATION OF STUDENTS:	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Present new skills, concepts, and/or procedures according to lesson plan. (4.4.3)				
2.	Guide students toward meeting objectives. (4.4.5)				
3.	Demonstrate new skills competently. (4.4.4)				
4.	Adjust presentation to changes in class environment. (4.3.2) For example: demonstration, visual aids, explain procedures, emphasize key points, explain concepts, philosophies, principles, implications, proceed from known to unknown, simple to complex, use test books and other reference sources.				
	Instructional Materials				
5.	Review content and organization of projectable/non-projectable instructional materials (4.4.2, 4.4.7, 4.3.1)				
6.	Present projectable/non-projectable materials into the lesson material. (4.4.7)				
7.	Introduce projectable/non-projectable materials (4.4.2, 4.4.6)				
8.	Relate projectable/non-projectable materials into the lesson material. (4.4.7)				
	Communication				
9.	Voice is clear, effectively pitched, and well modulated. (4.4.3)				
10.	Speech is reasonably free of language errors. (4.4.3)				
11.	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3)				

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	Safety				
12.	Communication safety responsibilities and/or considerations to students. (4.4.2, 4.4.5)				
13.	Demonstrate practices and procedures safely to students (4.4.2, 4.4.5)				
14.	Include safety practices and procedures in the practical skills testing of students. (4.4.2, 4.4.5)				

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Skill #4

STANDARD: 4.1.1, 4.4.3, 4.5.5 NFPA 1041, 2002 Edition		TASK: The Candidate will present a 15-20 minute block of instruction to include the preparation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.			
CONDITION: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.					
APPLICATION					
No.	STUDENT APPLICATION OF LEARNING AND FEEDBACK:	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Provide students an opportunity to perform under supervision. (4.4.3)				
2.	Coach student. Check and correct any errors. (4.4.5)				
3.	Emphasize and review key procedures, sequences, and concepts. (4.4.3)				
4.	Encourage students with productive feedback. (4.5.5)				
	Communication				
5.	Voice is clear, effectively pitched, and well modulated. (4.4.3)				
6.	Speech is reasonably free of language errors. (4.4.3)				
7.	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3)				

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Skill #5

STANDARD: 4.5.1, 4.5.2, 4.5.3, 4.5.5, 4.1.1, 4.2.1 NFPA 1041, 2002 Edition		TASK: The Candidate will present a 15-20 minute block of instruction to include the preparation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.			
CONDITION: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.					
EVALUATION STEP					
No.	TESTING AND EVALUATION:	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Orally quiz key points (4.5.1, 4.5.2)				
2.	Diagnose readiness for evaluation step. (4.5.1, 4.5.5)				
3.	Administer and score written test. (4.5.1, 4.5.3)				
4.	Administer and score practical test. (4.5.1, 4.5.5)				
5.	Evaluate student performance. (4.5.1, 4.5.2)				
6.	Determine cause(s) for student failure (4.5.1, 4.5.5)				
7.	Identify action to be taken to correct deficiencies. (4.5.5)				

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Skill #6

STANDARD: 4.2.3, 4.5.4, 4.1.1, 4.2.1 NFPA 1041, 2002 Edition		TASK: The Candidate will present a 15-20 minute block of instruction to include the preparation, application, and evaluation steps of the Four Step Method of instruction. The candidate will incorporate the proper use of audiovisual equipment, teaching aids, demonstration devices, projectable and non-projectable instructional materials generally employed in training programs.			
CONDITION: Given a prepared lesson plan, necessary training aids, students, and a teaching environment adequate to meet the provision of this objective.					
ADMINISTRATION					
No.	RECORD KEEPING:	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Accurately complete all training documentation. (4.2.3)				
2.	Submit completed training documentation to the evaluator. (4.2.3, 4.5.4)				
	Communication				
3.	Voice is clear, effectively pitched, and well modulated. (4.4.3)				
4.	Speech is reasonably free of language errors. (4.4.3)				
5.	Style is reasonably free of mannerisms materially detracting to teaching effort. (4.4.3)				

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